

**SKYLINE IMPROVEMENT AND SERVICE DISTRICT
MINUTES OF BOARD MEETING**

November 9, 2017

A public meeting of the Directors of the Skyline Improvement and Service District was held on November 9, 2017, at the office of Berkshire Hathaway in Jackson. The following Directors, constituting a quorum, were present: Kurt Harland, Jim Lewis and Latham Jenkins as well as ISD bookkeeper Carly Schupman.

Kurt served as Chairman.

Kurt called the meeting to order at 4:00 pm.

1. Approval of 9-13-17 regular board-meeting minutes

Action: Kurt made a motion to approve the minutes as submitted. Latham seconded. The motion passed unanimously.

2. Changes to the Agenda

Homeowner Arne Johansen asked that we add to other business some fire information that might be of interest to the Board.

Homeowner Susan Dong wanted to make an appreciation statement to the Board during Other Business.

These items were added to the agenda.

3. Review correspondence/docs presented by Carly and December self-audit plan.

Carly gave Jim the requested letter to homeowners years ago, regarding gas and fiber optic lines, and the invoice from Arbor Works for removing the tree that had fallen across Meadowlark last winter from a vacant lot

Follow-up: Jim will send an email to Barb Fields cc to Carly, asking her to work with Carly on the State required self-audit.

4. Consider changes to bill-paying protocols to allow greater board/Carly flexibility.

Jim said he had asked Carly to suggest a protocol if, for example, the Board decides to skip a meeting or if inclement winter weather or illness prevents Carly from safely bringing the vendor checks up to Jackson for signature. In a worst case situation, Carly could attend the board meeting via Skype or phone, but checks have to be signed, so how can we deal with that situation.

As more study is required on this issue, Latham agreed to look into the e-signing options further (Docu-sign or Adobe), and Jim said he'd check with Teton Village ISD to see what they do.

This item will again be raised at the December board meeting.

Follow-up: Latham and Jim, and Carly

5. Review FY budget vs. 4-month October 31st actual

Carly noted we are over budget in office supplies and advertising, but we don't appear to be trending in exceeding our total expense budget for the year. Jim asked if we have instituted the interest charge per our approved water policy of 1.5% per month for past due receivables. Carly said that she hasn't yet, but she'll get back to the board, as she thinks there are only two.

Follow-up: Carly

6. Review Treasury Report, pay bills, outstanding A/R from homeowners

The treasury report as of October 31, showed total funds in financial institutions, including our operating account, our road and water reserve accounts and our C/D's amounted to \$384,049.78.

Kurt explained the invoice from Hansen Earthworks for the Engle property, as there was no curb stop. As the main water line, the line to the curb stop and the curb stops are owned and maintained by the District, this expense is a District responsibility. The board also at that time authorized Hansen to inspect the curb stop at the adjacent property, but it was found in good order.

Action: Kurt made a motion to approve all the invoices submitted on Carly's list dated November 9, 2017 totaling \$10,900.15. Jim seconded the motion. The motion was approved unanimously.

7. Skyline Director Election-ballot opening and count by election judges

The 3 election judges, Susan Dong, Chris Thulin and Latham Jenkins left the room to open and count the ballots.

Pending the election results, and the return of Latham to the board meeting, Kurt moved the agenda to the first item of **Other Business**.

1) Fire study- Arne Johansen presented a handout prepared by the Teton Wildfire Prevention Committee showing two example of fire studies done at other subdivisions in the County. Basically, a visual fire risk assessment could be made of each lot in Skyline given the type of vegetation/trees/grass surrounding each property. This assessment would be made from the roadway at no cost to the ISD. The fire risk to each property is then color coded on a map. The ISD in turn would make that available to each homeowner for follow-up, if they wish, with the Conservation bureau to discuss remediation recommendations and associated costs. Arne also said the Conservation Bureau does offer grants for fire prevention water storage tanks. He doesn't know if the ISD would qualify for a grant, but Arne's asked them.

Action: Kurt made a motion to authorize Arne to contact the appropriate people to get Skyline on the list for a fire assessment next year. Jim seconded the motion. The motion passed unanimously.

The judges returned to the meeting and announced the results:
53 votes for Kurt Harland and 2 write-in votes for Latham Jenkin

Action: Jim moved that the incumbent directors retain their current positions on the board, specifically:

Chairman- Kurt Harland
Vice Chairman- Latham Jenkins
Secretary/Treasurer- Jim Lewis

Kurt seconded the motion and the motion passed unanimously.

8. Approval to renew maturing CD at First Western Trust for another 3, 6 or 12 months.

Jim recommended that the current CD maturing on November 10th, be renewed at First Western Trust for a 12-month period at a quoted rate of 1.05%, so that we have staggered 6-month maturities of our two CD's.

Action: Kurt made a motion to renew the maturing CD for 12 months at First Western Trust at 1.05%pa interest. Jim seconded the motion, which passed unanimously.

9. Review FY 2017-18 objectives and establish target dates.

Jim handed out the draft objectives for the fiscal year and asked that by the next board meeting we have some dates assigned to some of the objectives, however the primary near-term objective is to get the 4 signs installed that are currently stored in the pump house.

Follow-up: Kurt and Latham on the 4 sign installation and Jim will update the objective sheet for the next Board meeting.

10. Update- Communication with Indian Springs board regarding easement restrictions

Jim updated the board with his communication with Danita Lowes, Chair of the Indian Springs HOA and read Ms. Lowes email response to his inquiry regarding seeking a solution such that Skyline homeowners could continue to walk on the property. Her response was but negative, covering issues of liability, administration and "policing", legal fees, purpose of open space, and the view of the ISR homeowners.

She did not see any of the recommendations workable and she requested that the Board remind Skyline homeowners of the easements restrictions, and that anyone using it will be trespassing.

Follow-up: board to consider appropriate communication to Skyline homeowners.

11. Road safety discussion, status of sign placement

As covered in item 9 above, the 4 signs will be installed ideally before November 30, weather permitting. Kurt added that he has pricing for all the signs discussed and approved (in addition to the 4) as well as the second temporary speed bump, which will be ordered and stored in the pump house until next spring.

Follow-up: none

12. Update on Clearwater's curb-stop mapping project

Jim handed out the information provided by Clearwater, including the maps, which show the GPS location of each curb stop that was found. Also provided was a list of lots where action was needed, i.e. no curb stop found, or curb stop buried under pavement, or two curb stops.

Kurt felt that if Clearwater would be willing to do it, the next step would be for them to make a second attempt with additional technology to locate the missing curb stop.

Jim recommended that at the December meeting we develop an action plan over the winter to communicate with those homeowners who are on the list. Kurt asked Jim to communicate with Clearwater to see if they would be willing to make another attempt to locate missing curb stops that may be buried under the grass.

Homeowner Chris Thulin asked if the maps and other information could be provided to the ARC.

Follow-up: Jim

13. Kick-off meeting for water infrastructure study- November 28th at 4pm

Jim said that this is just to remind the public of the kick-off meeting with Jorgenson Engineering at the Berkshire Hathaway offices. It's not a board meeting.

14. Update on follow-up items from October board

- **Lower pump house easement survey**-Kurt contacted a surveyor and work should start very soon.
- **Fleck meter**- installed and Kurt will arrange to inspect it, and get a photo.
- **Approved signage installation timetable**- 4 signs by end-November,
- **Audit of Skyline's existing speed limit signs**- Latham
- **Gas line questionnaire**- Jim.

15. Other Business

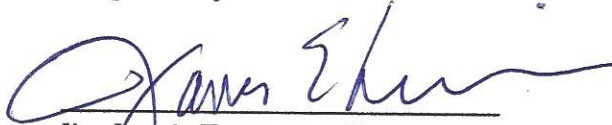
Susan Dong- thanked the board for all the work the Board does, and time spent, to help improve the Skyline community. She said that it does not go unnoticed and she wanted to express her appreciation. The Board members sincerely thanked Susan and Arne for their generous and very kind comments.

Wildlife fence- Kurt gave an update from the last meeting. He talked with the property owners and they are willing to drop a couple of rails at every 100' or so, so the young moose/deer/elk, and get over the fence.

Adjournment

There being no other business, Kurt adjourned the board meeting at 5:40pm and opened the Site Committee.

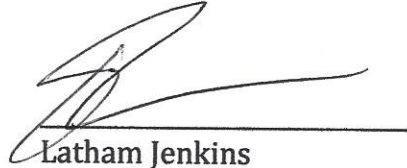
Respectfully submitted:



Jim Lewis Treasurer/Secretary



Kurt Harland
Chairman



Latham Jenkins
Vice Chairman